

# Drop Form for 100% Online Courses

**Important:** Please consult with your Advisor before dropping a course since it may affect your Financial Aid, Veteran's Benefits and/or student status.

## In order to qualify for a 100% refund:

- a) Complete this form and deliver it to the Registrar's Office at the college offering the course by **date for 100% refunds** for the current term as defined by the college offering the 100% online course.
- b) To ensure the Registrar has this document by the final day for 100% refunds, deliver this completed form to the Registrar in person.
- c) If you have to mail it, send it by U.S. mail and get a signature guarantee so you can verify the date it was delivered to the Registrar.
- d) Email a copy of this completed form to your Instructor so he/she will know immediately that you are no longer in the course.

Please complete the questions below and deliver as follows:

1. **An signed** copy to the Registrar of the college offering the course
2. A copy to your Instructor - copy and paste into an email or send paper copy by U.S. mail
3. A copy to your Advisor - copy and paste into an email or send paper copy by U.S. mail

Date:	
Semester and year (fall, spring or summer):	
Reason for dropping course:	
Your name (Last name, first name, middle initial):	
Your student ID# (Usually your social security number):	
Your Home College (college where you are enrolled in a program): (Berlin, Claremont, Concord (NHTI), Laconia, Manchester, Nashua, Pease or Stratham)	
Host (College Offering the Course):	
Course Catalog # (example: BUS245 ZZ)*:	
Course Name: (example: Organizational Behavior)*:	
Number of course credits:(Usually 3 or 4 credits)*:	
Course CRN # (example: 21399)*:	
Your Instructor's Name*:	
Your Advisor's Name:	
Date you delivered, U.S. mailed or emailed a copy of this completed form to your <b>Instructor</b> (example: Jan. 23, 2003): Which method? (Hand delivered, U.S. mail or Email):	
Date you delivered, U.S. mailed or emailed a copy of this completed form to your <b>Advisor</b> (example: Jan. 23, 2003) Which method? (Hand delivered, U.S. mail or Email):	

I understand that by registering at this Community Technical College I am financially obligated for **ALL** costs related to the registered courses.

**Upon a course drop or withdrawal**, I understand I will be responsible for all charges as noted in the student catalog and handbook.

If I do not make payment in full, I understand my account may be reported to the credit bureau and/or turned over to an outside collection agency.

I also understand I will be responsible for the costs of the outside collection agency and/or any legal fees (which may add a significant cost to my existing account balance).

Your signature: \_\_\_\_\_

Date of your signature: \_\_\_\_\_

Your completed drop form attached to emails sent to your Instructor and Advisor will not have a signature. However, the **Registrar must have the original signed copy.**

\* Instructor names and email addresses, course catalog numbers, course names, credits and CRN numbers are available in the Online Learning area of <http://www.nhctc.edu>

**For Registrar's office use only:**

Date drop form received:	
Name of person who received drop form:	
Refund (date and % to be refunded):	
Copy to Registrar:	
Copy to Student:	
Copy to Financial Aid:	
Copy to Advisor:	
Copy to Instructor:	